



**FOMP Meeting 9-10am – May 24th, 2018
Minutes**

Present: Myriam Gelling – Sally Northfield – Peng Ge – Ms Brant - Jo Bolton

Apologies: Nicki Smith, Tatiane Del Campo, Karen Webb

1. Minutes of the last meeting – order as below:

2. Adult Quiz – 18th May

- Tickets sold via PM – Inventory was 100, big success 100% sale
- Big thank you to Tatiane, Amie, Sally and Steve Yately
- Pizzas – too many but then people did not turn up.
 - **Action:** reduce pizza order to 2 slices per person plus 5 garlic breads for next year.
- In regard to numbers of attendees, we were expecting 43 staff and 49 parents (total: 92) but I counted on Friday that we had 41 staff and 39 parents (total: 80), so really same trend as last year but more money raised
- Revised date for next year. It has been suggested that the quiz night is moved to March next year as May is a very busy period with SATs. Further discussion suggested maybe moving the event to October or November.
 - **Action:** Review date for next academic year. (committee)
- Quiz master – Steve Yately, happy to host event again next year.
 - **Action:** check date is ok with Steve
- Raised an amazing £545.41 which is £106 up on LY
- Committee suggested raising the cost of ticket next year to £9 which was met with agreement.
- The event ran over a little, so it has been proposed that the event start time is moved forward to 7.15pm start.

3. Royal Wedding – Mufti day

- The Royal wedding mufti day was a success with many children in fancy dress and lots wearing red, blue or white to celebrate.
- The committee has suggested a FOMP mufti account that allows parents to make a mufti day donation via ParentMail. This enables parents/carers to make a one-off donation to cover all FOMP mufti days and events for the year. The minimum amount is £5.00 as this is the minimum online payment with ParentMail. This would be an option, so parents/carers could still send their children in with money on the day. There were mixed opinions about the idea so the committee will consider the suggestion and how to proceed with rolling it out if it is decided to trial the idea.
- The event raised £ 367.84
 - **Action:** Myriam to advise Mrs Shorter of amount for newsletter



4. **Water Bottles for Sport Days**

- We had lots of new parents helping with labelling the bottles which was great to see.
- Helpers from each year group and FOMP helped to distribute bottles on the day of each sports morning, with Year 5 and 6 receiving theirs on return from their offsite sports event.
- Bottles returned raised so far £112.08
- The cost of label printing was significantly higher this year so next year the suggestion is to opt for a simpler sticker and design next year to reduce costs.
 - **Action:** to explore print options and cost.
- It was suggested that next year the bottles are handed out in class by the teachers on the same day for the whole school the week the sports mornings start. All attendees agreed with this suggestion, so this will be actioned for next year.

5. **Book Sale**

- FOMP held a book sale in the playground after school Wednesday 23rd May. The amount raised was £58.66 (Last one took place in 2015 – raised £65.20). Thank you to everyone who helped set up and sell.
- The location of the sale was discussed, and it was agreed that for future events in the playground that the stall is set up further up the playground as many parents/carers might not have noticed the stall due to existing the school via the main entrance.
- The sale successfully cleared a lot of old books making space for new donations ahead of the summer fair. There are still several boxes of books which need to be sorted.
 - Action: Myriam and Sally to sort through books and remove old and damaged items.
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6. **New Parents Meetings – Dates confirmed**

- Tues 12th June @9.15am – current nursery to reception
- Wed 13th June @9.15am - new to reception
- Fri 22nd June @9.15am – new to nursery
- FOMP flyers / summer fair invitations to go in the new starter packs have been created and sent to DS for approval
- Awaiting quote from SM1 and RiderPress
 - Action: Myriam to follow up prices and place print order and pass to office for distribution in starter packs.

7. **Summer Fair 23^h June 2018 Football World Cup**

- Helpers on day- still have had more people coming forward
- Volunteers rota is to go up in the staff room week beginning 4th June.
 - **Action:** committee to print and pass to office
- The committee has suggested including Y6 helpers in the running of a few stalls at the fair. Suggested stalls are sweet cup tombola and human fruit machine.



- **Action:** committee and staff to discuss logistics
- **Action:** Ms Brant to discuss with Year 6 teachers how to best approach parents and students with regards to them helping.
- We have reached the target of 60 house boards which have now been printed and will be erected this week. A fantastic £750 has been raised.
- Main Raffle Prize – Nintendo Switch sponsored by Subsea7 has been purchased.
- Other raffle prizes – we now have 15 prizes and are looking at potential prizes from Holiday Inn, Kew Gardens and Sutton United.
 - **Action:** Jo Bolton and Ms Brant to follow up.
- Profit Matching: Lloyds, Barclays and Bank of England confirmed.
- PA Sound system will be run by Adam Bonner. He will bring his own system.
- List of external businesses / sponsors is a work in progress with leads still being followed up. Nicki Richards will be running the craft stalls with the Girl Guides and the Police will have a stall.
- Programme / Adverts – Deadline to have all PDF advert is 12th June. SM1 and RiderPress to give a quote. LY SM1 quoted £270 for 1000 copies (16pgs in b&w)
 - **Action:** Jardine and Myriam to chase artwork ready for print.
- Marketing / Advertising – Jo B / Myriam / Mrs Shorter (newsletter/PM)
- Food stalls: burger and hotdog / ice cream van / cakes stalls.
- Risk Assessment: Myriam / Mrs Rowsome. Ext food stalls to provide food & hygiene cert., PL insurance and their own RA.
- Internal Stalls – we have some new stalls this year: Spinning wheel, water shooting, football tombola (external) and human fruit machine. Stalls prizes are almost all bought
- Beer Tent will be run by dads, old and new. The license to sell alcohol has been obtained.
- Additional storage – long room behind playground toilets plus old maintenance workshop
- Pre-fair raffle tickets & ice pops sale week leading to the fair – we currently have 340 ice pops, need another 340.
 - **Action:** freeze the pops, organise ice box for storing and recruit volunteers (committee)
- Fair floor plan needs to be finalised.
 - **Action:** Myriam and Sally
- Gazebos are needed for all stalls
 - **Action:** Need to count number required and send out request via ParentMail to borrow outstanding number required.
- Community Advantages are running the football skills in the centre of the field. Myriam has been chasing to finalise details.
 - **Action:** Jo Bolton to follow up with Naz at Community Advantages
- Gemma Bonner has kindly offered to run a dance activity in the centre of the field
 - **Action:** Myriam to follow up
- Miss Groom to advise children's song
- We would like to decorate the beer tent with world flag bunting
 - **Action:** Ms Brant to see if school has any



8. AOB

- Halloween Mufti – it was a huge success last year and is proposed to run again on Wednesday 31st October 2018.
- Christmas cards – FOMP will offer the children the chance to design their own Christmas cards again this year.
 - **Action:** committee to organise ordering and distribution of design packs
- Father Christmas – FOMP will have Father Christmas visit the school again this year.
 - **Action:** speak to Jeff to see if he is free to help out again. Steve Gelling has offered to do it if not.
- FOMP Meetings & Events dates TBC
 - **Action:** Myriam to propose dates for academic year 2018-19.

9. Date of next Meeting

July 2018 – 12th July @9am